firm will be asked to take its delivery in the stores of the stationery office and the measurements forms also received from the officers delivered to the Tailors to enable them to prepare the clothes without correspondence and waste of time.

(2) *Cloth for covering tables.*

170. *Green Cloth for covering tables.*—The Office of the Superintendent, Government Printing and Stationery, Bombay, stocks and supplies green woollen cloth for covering tables both of officers and clerks as sanctioned by Government (Government Resolution, Finance Department, No. 2205, dated 28th June 1890).

171. *Quality of the cloth supplied.*—Two kinds of green woollen cloth were previously stocked and supplied. Superfine variety was issued for covering tables of officers while coarse cloth was issued for those of clerks. With a view to retrenchment, it was decided by Government that only one kind of suitable green cloth for covering tables both of officers and clerks should be selected every year and supplied by the stationery office (Government Resolution, General Department, No. P. 212, dated 16th April 1937).

172. *Method of supply.*—The standard width of the Green cloth stocked is 54″ and the supply is regulated in accordance with the dimensions of the tables to be covered. If the length of the table is within the stipulated width of 54″ the width itself shall cover the length and the supply will be regulated accordingly.

173. *Period of supply.*—Table cloth is ordinarily allowed once in seven years. A full record of supplies made during a period of seven years to each indenting officer is maintained by the stationery office and fresh requisitions from the indenting officers will be scrutinized and accepted if the supply is admissible.

174. *List of officers supplied with cloth for covering tables.*—A complete list of officers who have drawn their supplies of table cloth during a period of past seven years is printed under Appendix III with letter T. C. marked against them. Other officers are not entitled to a free supply of table cloth from the stationery office. Certain officers of Government departments have contract or contingent grants sanctioned for such purpose and unless such grants are surrendered and sanction of Government is obtained, table cloth will not be supplied by the Stationery Office.

175. *Supply of table cloth under special circumstances.*—The supply of table cloth is as stated above, made once only during a period of seven years and a fresh corresponding supply cannot be issued earlier except only under special circumstances explained by the indenting officer through his controlling officer.

176. *Tables with polished surfaces.*—Cloth for tables with polished surfaces is not supplied. Tables with unpolished surfaces only are

covered and the indenting officer should see that proper care is taken to examine the tables before an indent is prepared and passed on to the Stationery Office, for compliance.

177. *Tables for camp use.*—Tables used for camp purposes while on tour are mostly folding tables and cloth used for covering them can be removed and replaced when required. An extra cloth of six inches over and above the quantity admissible as per dimensions is usually supplied by the stationery office for flaps only. The indenting officers should therefore show in the indent form, separately, the number of camp tables to be covered to enable the Stationery Office to regulate the supplies accordingly.

178. *Form of indent for table cloth.*—Printed form of indent, *vide* No. 7 printed in the Appendix XII is stocked by the stationery office and supplied to officers on requisition when required. Two copies of the form are supplied. One of them should be used as an office copy by the indenting officer and the other treated as an indent for compliance by the stationery office. It should be filled in in accordance with the rules and procedure described in this chapter.

179. *Incomplete indents.*—Incomplete indents or indents wherein the necessary details are not given, will be returned to the indenting officer with a forwarding memorandum for resubmission, inviting attention to the particular objection specified therein.

180. *Complaints regarding defective or wrong supplies.*—Complaints regarding deficit, excess, damage or of any other nature should be reported to the Superintendent, Government Printing and Stationery, Bombay, separately by a letter and forwarded with the original indent which is filed for audit purposes as a voucher for the supply received by the officer. The packer's statement of contents is invariably kept in each bale or bundle underneath the wrapper. Immediately the bale or bundle is opened, the content slip should be removed and the contents compared in the presence of a responsible officer with those noted in the content slip. In case of any difference the fact should be reported to the Superintendent, Government Printing and Stationery, returning the packer's statement of content for inspection and enquiries. In any case the return of the original indent should not be delayed by the indenting officer beyond seven days from the receipt of the supply.

181. *Measurement of the cloth supplied.*—It always happens that the method adopted by the stationery office and by the receiving officers in measuring the cloth supplied differs, with the result that small excesses or shortages are often reported by the indenting officers in the quantity of the cloth advised by the stationery office and that actua ly found by the indenting officers. The cloth is, as a rule, issued by the stationery office by measuring straightways with a yard measure fixed to a table whereas it is measured by the indenting officers by rolling round the measuring rod. The latter process absorbs some more cloth and

shortages are sometimes reported by the indenting officers. This irregularity can be minimised if the procedure adopted by the stationery office is as well followed by the indenting officers and also by the tailors to whom sewing of the uniforms or fixing the cloth on the tables is entrusted.

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*Discontinuance of the submission of indents for peons' clothing and table cloth through the Accountant General, Bombay.*

Letter No. T.M. 21/1873, dated 30th January 1929, from the Accountant General, Bombay, to the Superintendent, Government Printing and Stationery, Bombay.

It is noticed that heads of offices generally send their indents for table cloth through this office. The reason for this procedure is perhaps that an opportunity may be afforded to this office for verifying whether the officer has contract grant at his disposal or not, *vide* paragraph 2 Government Resolution, Finance Department, No. 2205, dated 28th June 1890. As, however, the cost of woollens for tables is invariably recovered from the contract grant of the officer, by adjustment in this office, I have the honour to enquire whether there is any necessity for these indents to be passed on to you through this office.

Indents for cotton cloth and woollens required for peons' clothing are also passed through this office. The object in this case was that this office may have an opportunity to verify the menial strength of the establishment. But since 1925, a change has occurred in the preferring of these indents, *vide* Government Resolution, Finance Department, No. 1171, dated 17th February 1925, No. 1171-B, dated 13th June 1925, and No. 1171, dated 13th June 1926. The charges of cotton cloth supplies come out of savings effected on woollen cloth and the sewing charges that used to be incurred in the preparation of woollen clothing. The indents will therefore be necessarily piece-meal according to savings available and thus the number of peons for whom cloth is required will be always below the sanctioned strength. In these circumstances, no useful purpose will be served by sending the indents through this office and probably there will hardly be an instance of an officer indenting for more cloth is as absolutely necessary, as he has to meet the cost out of the savings elsewhere. I would therefore request your opinion regarding the necessity of the indents for peons' clothing also being sent through this office.

Letter from the Accountat General, Bombay, No. T.M. 4/1844, dated 29th September 1930, to Government.

In forwarding herewith copy of this office letter No. T.M. 21/1873, dated the 30th January 1929, to the Superintendent, Government Printing and Stationery, Bombay, in connection with the subject noted above, I have the honour to state that the Superintendent has informed me that the matter had already been referred by him to Government and their orders awaited. The question has already taken considerable time

and an early decision is called for. I am unable to be of any useful help to Government in the matter of countersigning these indents and it would lead to saving of work in more than one office if the indents are sent direct without the intervention of this office.

The favour of early orders is requested.

Letter from the Superintendent, Government Printing and Stationery, Bombay, No. S.B. 1100, dated 23rd October 1930.

With reference to Government Resolution, Finance Department, No. 393, dated the 9th September 1930, I have the honour to report that at present indents for cloth required for peons' clothing are submitted to this office through the Accountant General, Bombay, in order that that officer should verify the strength of the menial establishment given in the indent and give the necessary certificate. A copy of the present indent form is herewith forwarded marked "A" which provides for the Accountant General's endorsement and also quotes the authority under which such a certificate is necessary. According to the orders issued in paragraph (*e*) of Government Resolution, General Department, No. 7662, dated the 30th April 1930, it will be necessary for this office to supply as far as possible all articles required by an officer in one lot and therefore it would be necessary that all indents from one officer should be received by me in this office at one time. If the indents for clothing and also for cloth required for covering tables (sample enclosed marked "B") are sent through the Accountant General's Office, they are likely to be delayed in his office and therefore a separate supply will have to be made incurring additional expense on freight, etc. The Accountant General's certificate can be dispensed with if the strength of the menial establishment entitled to clothing and also of the clerical establishment (including Heads of Offices, Principal Assistants) requiring cloth for covering tables is communicated to this office once for all through that officer so that I may include the strength of establishment in my register quoting Accountant General's authority and verify the indents received from this information. In order to keep this information up-to-date it will also be necessary that the Secretariat Departments concerned sanctioning the creation of new posts or abolition of existing posts should invariably send copies of the orders issued, to this office. If Government agree with me, I suggest that the necessary orders should be issued to all indenting officers asking them to furnish the information through the Accountant General, Bombay, in the accompanying forms.

Government Resolution, Finance Department, No. 393, dated 9th March 1931.

The proposal made by the Accountant General in his letter No. T.M 4/1844, dated 29th September 1930, is approved.

2. Government are pleased to direct that all indenting officers should furnish information regarding the strength of their menial and office establishments (including Heads of offices, Principal Assistants, etc.) in the accompanying forms to the Superintendent, Government Printing and Stationery, Bombay, through the Accountant General, Bombay.

3. The Secretariat Departments are requested to supply copies of orders sanctioning the creation of new posts or abolition of existing posts to the Superintendent, Government Printing and Stationery.

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